



Documents Required for FTE requests, including Research Fellow, Clinical Fellow, Staff Scientist, Staff Clinician, Investigator (Tenure-track), Senior Investigator (Tenure), Adjunct Investigator, Special Expert :

- ☐ Completed NIH Form 829-1
- ☐ Copy of doctoral degree (e.g. M.D., Ph.D.)*
- ☐ CV and Bibliography
- ☐ 2 letters of reference
- ☐ If requesting J-1, four point memorandum for incidental patient contact (M.D. only); see J-1 Alien Physician (below) for full patient contact
- ☐ Copy of passport biographical page for VS and each dependent
- ☐ If currently in the US:
 - ☐ Copy of current Form I-94 for VS **and** dependents
 - ☐ Copy of most recent visa for VS **and** dependents if available
 - ☐ Copy of immigration documents (see below)

* Include translations of all foreign language documents

In addition, include these documents according to immigration status:

H-1B:

- ☐ H-1B petition worksheet and credentials
(<http://www.nih.gov/od/ors/dirs/isb/h1bworksheet.doc>)
- ☐ LCA attestation form
(<http://www.nih.gov/od/ors/dirs/isb/h1blcaattestation.doc>)
- ☐ Employer letter (mailed upon request)

O-1 (initial review by DIS – see comment below):

- ☐ IC memo requesting use of O-1
- ☐ Copy of CV

J-1 transfer to NIH sponsorship:

- ☐ Copy of **all** Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- ☐ Ensure properly completed Form 829-1, particularly Block 38

J-1 Student:

- ☐ Copy of **all** Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- ☐ Letter of authorization for academic training from RO/ARO

Adjustment Applicants (for LPR):

- ☐ Copy of valid Employment Authorization Document (EAD)

F-1 Student with OPT:

- ☐ Copy of **all** Forms I-20 (all pages) for F-1
- ☐ Current Form I-20 authorized for OPT
- ☐ Copy of valid Employment Authorization Document (EAD)

J-2 (Dependents of J-1):

- ☐ Copies of all Forms DS-2019 for J-2 and J-1
- ☐ Copy of valid Employment Authorization Document (EAD)

J-1 Alien Physician (ECFMG sponsorship):

- ☐ Consult with DIS prior to submission of request
- ☐ Refer to ECFMG website:
<http://www.ecfm.org/evsp/index.html>
- ☐ Copy of all Forms DS-2019 (and IAP-66) if in U.S.
- ☐ Copy of current Forms DS-2019 for dependents if in U.S.
- ☐ ECFMG certification

Other nonimmigrant classifications:

- ☐ Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work

Prior to submission of O-1 request, consult with your DIS Team to determine whether the O-1 is the only option, and submit IC request memo and CV for initial review.

For any nonimmigrant classifications not listed, please consult with your DIS Team.

Special Note: *J-1 Exchange Visitors cannot earn tenure or credit for tenure.*

Send or deliver above documents to DIS:

Building 31, Room B2B07
31 Center Drive MSC 2028
Bethesda, MD 20892-2028
Telephone: (301) 496-6166
FAX: (301) 496-0847

Keep copies of
EVERYTHING
you send to DIS

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